Add Notes for Online Batch

Additional Note for Online Batch

Any additional note can be added to the Batch Journal Note so entry appears under notes against the Online Batch.

This appears a red flag.

1. Click **Dashboard**

2. Click **Location** > Select the correct Location

3. Click **Online Batch Claims**

4. Locate the Raised Batch > click **Show**

5. Scroll down to **Journal Entries** > click **New**